

## **EDITED TASK LISTING**

### **CLASS: Associate Business Management Analyst**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>1.</b>	Analyzes and makes recommendations upon varied business management issues (e.g., budgetary process, expansion of existing facility) to provide information, options, data, etc. using various resources (e.g., Departmental Operations Manual (DOM), State, Federal, County and local ordinances), as needed and/or upon request.
<b>2.</b>	Develops projections for facility acquisition and related activities such as telecommunication systems, utilizing various resources (e.g., established guidelines, bargaining unit contracts) to produce office space based on staffing needs on an on-going basis.
<b>3.</b>	Visits various locations within a specified area of the State to identify potential facility sites using various resources (e.g., newspaper ads, trade publications, knowledge), as needed and/or upon request.
<b>4.</b>	Prepares legal and legislative notices to solicit public support for the use of identified potential facilities within the community using various resources (e.g., newspapers, notices, trade publications), as needed and/or upon request.
<b>5.</b>	Maintains leasing information (e.g., rent schedule, building maintenance, State Police and other security services, answering services and janitorial services costs) in order to address budgetary planning associated with existing facilities and projections for new facilities using the established data base program on a daily basis.
<b>6.</b>	Reviews plans and specifications prepared by staff and Office of Real Estate Development Services (OREDS) and makes recommendations for changes and improvements, to ensure maximum use of office space utilizing various resources (e.g., guidelines, policies, procedures, bargaining unit contracts) as needed and/or upon request.
<b>7.</b>	Provides completed plans and specifications to the appropriate chain of command in order to obtain approval of new facilities and alterations to existing facilities through the use of a memorandum as needed and/or upon request.
<b>8.</b>	Makes recommendations on the acceptability of facilities being considered to be leased and impacts facilities that have been leased to determine if the Departmental requirements have been met using various resources (e.g., policies, procedures, knowledge), as needed and/or upon request.
<b>9.</b>	Negotiates and develops lease packages, which include rates, terms and conditions, contract, etc., for the acquisition of office space in privately owned buildings, modular office buildings and alterations to existing facilities utilizing various resources (e.g., knowledge, interpersonal skills, guidelines, policies and procedures, OREDS), as needed and/or upon request.
<b>10.</b>	Provides completed lease packages to the appropriate chain of command in order to obtain approval of new facilities and alterations to existing facilities through the use of a memorandum, as needed and/or upon request.

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<b>11.</b>	Develops the scope and bid specifications necessary to establish a contract package obtaining services for facility operations which are not included in the leasing package utilizing various resources (e.g., knowledge, policies, procedures, mandates), as needed and/or upon request.
<b>12.</b>	Inspects and recommends acceptance of contracted building work in order to ensure compliance with the terms and conditions of the lease/contract, as needed and/or upon request.
<b>13.</b>	Communicates in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.
<b>14.</b>	Represents the Department in formal or informal meetings/settings with community organizations and/or other government agencies to provide and receive information on various business management activities utilizing various resources (e.g., interpersonal skills, knowledge, personal expertise, etc), as needed and/or upon request.
<b>15.</b>	Prepares effective written products (e.g., project status, reports, correspondence, bill analysis) for the department using various resources, tools, etc., as needed and/or upon request.
<b>16.</b>	Coordinates with Departmental staff and the Department of General Services on planning and utilization of facility and communication requirements to ensure all necessary tasks are scheduled and completed in a timely manner using various resources (e.g., knowledge, interpersonal skills, policies, procedures), as needed and/or upon request.
<b>17.</b>	Develops floor plans to accommodate efficient work flow and program needs using various resources (e.g., guidelines, policies, procedures) as needed and/or upon request.
<b>18.</b>	Develops guidelines for the installation of telecommunications systems to ensure appropriate location of the data cabling, utilizing approved plans and specifications, as needed and/or upon request.
<b>19.</b>	Plans and coordinates corrective action needed to comply with Cal OSHA, Americans with Disabilities Act, and other agencies' regulations utilizing various resources (e.g., rules, regulations, policies, mandates), as needed and/or as required.
<b>20.</b>	Develops and improves processes for the effective procurement and utilization of office space, communications systems, forms, supplies, equipment, etc. using various resources (e.g., knowledge, policies, and procedures), as needed and/or upon request.

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<b>21.</b>	Schedules and conducts periodic evaluations of facilities for compliance with terms and conditions of lease/contract, as required.
<b>22.</b>	Acts as a leadperson to staff to provide training, instruction, and/or guidance in the performance of related tasks (e.g., methods and procedures for acquiring facilities, telecommunication systems) using various resources (e.g., policies, procedures, mandates), as needed and/or upon request.
<b>23.</b>	Participates in the development of policies and procedures relating to business management functions for the Department to ensure consistency, compliance, and conformity with various governmental agencies and Departmental regulations and procedures, as needed and/or upon request.